

VACANCY ANNOUNCEMENT

Announcement Number: 039 06

OPEN TO: *All Interested Applicants*

POSITION: **Work Orders Coordinator/POSHO Assistant**

OPENING DATE: September 12, 2006

CLOSING DATE: **September 25, 2006**

WORK HOURS: Full-time work week schedule; 40 hours/week

SALARY: EFM/MOH/NOR: U.S. \$28,183 p.a.
(Starting salary - Position Grade: FP-8)

Ordinary Resident: Euro 14,793 p.a.
(Starting salary - Position grade: FSN-6)

**NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF
USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER
CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED
WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.**

Candidate may be appointed at a lower grade level if all knowledge and qualifications of the position are not met.

Mission employees may not apply for vacant position during probationary period.

The U.S. Embassy in Athens is seeking an individual **with the required residency/work permits** for the position of **Work Orders**

Coordinator/OSHO Assistant in the General Services Office/Facility Maintenance Services office.

BASIC FUNCTION OF POSITION

The employee serves as primary coordinator and supervisor for Work Orders and OSHO (Post Occupational Safety & Health Office) documentation specialist in all matters relating to chancery compound, properties and equipment. Incumbent will record information on equipment, develop and monitor preventive maintenance schedules, record all work requests and respond to customers as to status of these work orders. Incumbent will maintain statistical data on labor and parts used for all maintenance activities.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criteria detailed below with specific and comprehensive information supporting each criteria.

- Completion of high (six years) with a three (3) years technical training in electrical, mechanical or structural **are required**.
- One (1) year of prior experience in a customer service/business environment relating to construction, renovation, maintenance activities, financial, and safety **is required**.
- Valid driver's license **is required**.
- English language level IV (fluent) speak/read/write **is required**.
- Greek language level V (native) speak/read/write **is required**.
- Knowledge of Greek and American maintenance and repair codes and practices **is required**.
- Must have outstanding customer service skills; Ability to a) solve problems b) mediate disputes c) coordinate all actions required to complete maintenance and repair **are required**.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of their employment.
3. Currently employed NORs hired under Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
4. Currently employed FSNs and US Citizens under Personal Services Agreement (PSA) serving a probationary period are not eligible to apply.
5. Greek National employees who have not completed their regular military service are not considered for employment with the American Embassy.

HOW TO APPLY

Interested candidates for this position must submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); OR
2. A current resume or curriculum vitae that provides the same as an OF-612; plus.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-124 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

JOB INFORMATION

In order to apply for vacancies *all* applicants *must* provide the information outlined below:

1. Announcement number
2. Title and grade of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address and day phone numbers, including area code.
2. Social Security Number (if applicant is a U.S. citizen).
3. Country of citizenship.
4. Veterans' preference (proof of eligibility required).
5. Name, city and state of last high school attended and date of diploma.
6. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title.
2. Duties and accomplishments.
3. Employer's name and address.
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor.)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualifications, including job-related: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g. honor societies, publications).

ADDITIONAL INFORMATION

All applicants must submit information that addresses the required qualifications.

Applications which are incomplete will not be considered.

WHERE TO APPLY

You may hand deliver your application/resume to the Reception area of the Embassy by 5 p.m. on the closing date, or FAX, mail or e-mail it at recruitmentath@state.gov.

All applicants will be notified in writing of the results of the consideration given their application approximately six to eighth weeks after the closing date of the announcement.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
10160 Athens

POINT OF CONTACT

Georgia Papadimatou
Telephone: 210-720-2238

FAX: 210-720-2197

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18; Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. Eligible Family Members (EFMs): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.
3. Members of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/no on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and

under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 25, 2006

The US Mission in Greece provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Distribution: All Mission Personnel